



Item No. 126

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

ADMINISTRATION

Department Submitting Request


John Olinzock
Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> Nov 10, 2009	Oct. 30 (5:00 p.m.)	<input type="checkbox"/> Jan 26, 2010	Jan 15 (5:00 p.m.)	<input type="checkbox"/> March 23, 2010	Mar 12 (5:00 p.m.)
<input type="checkbox"/> Dec 1, 2009	Nov 20 (5:00 p.m.)	<input type="checkbox"/> Feb 9, 2010	Jan 29 (5:00 p.m.)	<input type="checkbox"/> April 13, 2010	April 2 (5:00p.m.)
<input type="checkbox"/> Dec 8, 2009	Nov 25 (5:00 p.m.)	<input type="checkbox"/> Feb 23, 2010	Feb 12 (5:00 p.m.)	<input type="checkbox"/> April 27, 2010	April 16 (5:00p.m.)
<input checked="" type="checkbox"/> Jan 12, 2010	Dec 31 (5:00 p.m.)	<input type="checkbox"/> Mar 9, 2010	Feb 26 (5:00p.m.)	<input type="checkbox"/> May 11, 2010	April 30 (5:00p.m.)

NATURE OF AGENDA ITEM

- | | | |
|--|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> New Business |
| <input type="checkbox"/> Report | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Manager's Report |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Bids | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |

EXPLANATION: Commission Approval of Special Event Application for Exclusive Sports Marketing A1A Marathon 2010, Sunday 21 February 2010, 4:00 AM till 1:00 PM.

STAFF RECOMMENDATION: See attached Memorandum Dated 11 December 2009

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Acct # _____
<input type="checkbox"/> Transfer of funds required	<input type="checkbox"/> From Acct # _____
<input type="checkbox"/> Bid	<input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds

Town Attorney review required

☐ Yes ☒ No


Town Manager's Initials: AO

**Town of Lauderdale-By-The-Sea
Administration**

MEMORANDUM

Date: 11 December 2009

To: Esther Colon, Town Manager

From: John Olinzock, Assistant Town Manager 

Re: Special Event Permit Application
AIA Marathon 2010
Sunday, 21 February 2010, 4:00 AM till 1:00 PM

I have solicited review of the attached special event application submitted by Exclusive Sports Marketing (applicant) from BSO Police, Development Services, and Parking Enforcement (reviews attached). The Town Commission must consider the following items:

- Applicant is requesting road closure of eastbound Palm Avenue from SRA1A to El Mar Drive, northbound El Mar Drive from Palm to Pine Avenue, westbound Pine Avenue from El Mar Drive to SRA1A, from 6:00 AM till 12:00 PM. Applicant must provide emergency access control points on the site plan.
- Applicant is requesting that there is no parking on the northbound lane of El Mar Drive from Palm Avenue to Pine Avenue (the course) during the event. Applicant must provide signage for Parking Enforcement to mark affected meters before the event.
- Unless waived by the Town Commission, the applicant must provide payment of the parking meter fees affected by the road closure to the Town, in advance of the event. Twenty-Seven (27) meters are effected for six (6) hours at \$1.00 per hour = \$162.00.
- Applicant shall provide detailed legend to Code Enforcement showing set-up within Town in order for permit to be issued.
- Applicant shall provide evidence of building permits for the six (6) porta-potties, as required by all governmental agencies before special event permit shall be issued, and their location.
- Event area to be delineated with proper barriers during event by the traffic control contractor of the applicant.
- Applicant has indicated that no signage will be erected. Any signage placed for the event shall not obstruct rights-of-way or obstruct safe sight vision lines, and shall comply with Town Code. Signage and banners placed on State roadways must comply with FDOT requirements.
- Trash receptacles shall be placed and removed by applicant at various locations within the area of the event. Trash removal is responsibility of permittee.
- Certificate of Liability insurance must be provided to the Town.

Please let me know if you require further information.




Pride in Service with Integrity

INTERNAL MEMO

Date: December 3, 2009

To: Mr. John Olinzock
Assistant Town Manager
Lauderdale-by-the-Sea

From: Chief Oscar Llerena 
Lauderdale-by-the-Sea District
Broward Sheriff's Office

Subj: Special Event Permit – A1A Marathon 2010

I have reviewed the Special Event Permit Application for the 2010 A1A Marathon, which will be held Sunday February 21, 2010 from 4:00 AM to 1:00 PM.

In order to avoid duplication of efforts, the detachment of special detail deputies assigned to this event will be coordinated by the BSO Pompano Beach district traffic supervisor. Sergeant Doug Brown will be assigned as our district's liaison in order to ensure any Town needs are addressed.

No additional concerns are noted.

Please contact me if you require additional information.

cc: Sgt. D. Brown
Dep. J. Friedrich

INTEROFFICE MEMORANDUM

TO: JOHN OLINZOCK, ASSISTANT TOWN MANAGER
FROM: JEFF BOWMAN, DEVELOPMENT SERVICES DIRECTOR. *JB*
SUBJECT: SPECIAL EVENT PERMIT APPLICATION (A1A MARATHON 2010 FEB 21, 2010, 4:00AM 'TILL 1:00 PM)
DATE: 12/8/2009

The permit application for the event listed above was reviewed by Development Services staff and has concluded the following:

1. Provide legend for site plan. No legend for numbers was provided.
2. Indicate on site plan where barricades will be located.
3. Indicate on site where porto-lets will be located.
4. Provide maintenance of traffic (MOT) plan for road closures.
5. Certificate of Liability required.
6. Provide additional waste receptacles.
7. Indicate emergency access control points on site plan

Town of Lauderdale-By-The-Sea
Administration

MEMORANDUM

Date: 23 November 2009

To: Oscar Llerena, BSO District 13 Chief
Jeff Bowman, Development Services Director
Joan Garrett, Parking Enforcement Supervisor

From: John Olinzock, Assistant Town Manager *JO*

Re: Special Event Permit Application
AIA Marathon 2010
Sunday, 21 February 2010, 4:00 AM till 1:00 PM

Please find attached the referenced application for your review. Provide me written recommendation as soon as permissible so that application may be placed on a future Town Commission agenda for approval

Please let me know if you require further information.

Attachment – Special Events Application

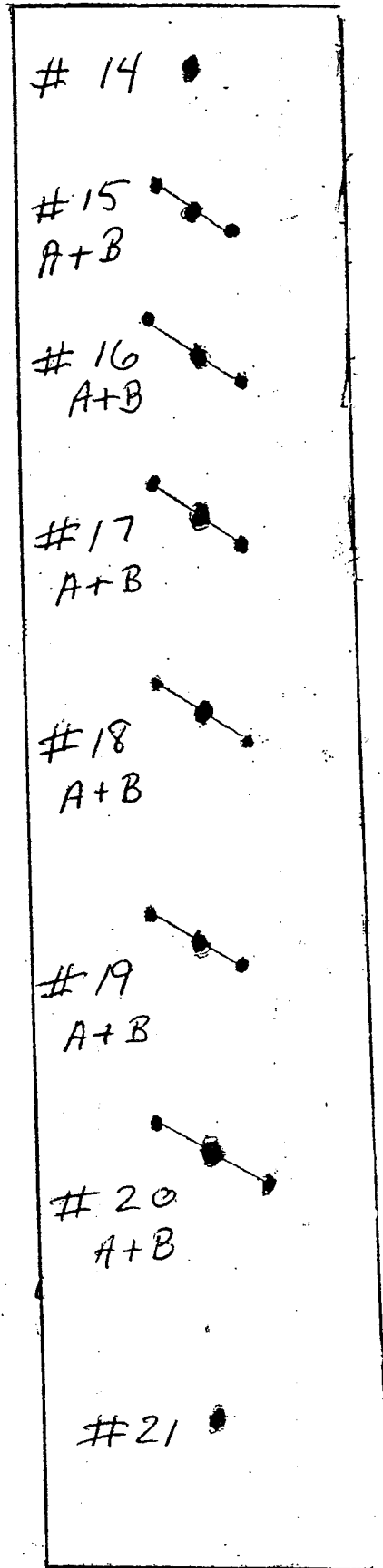
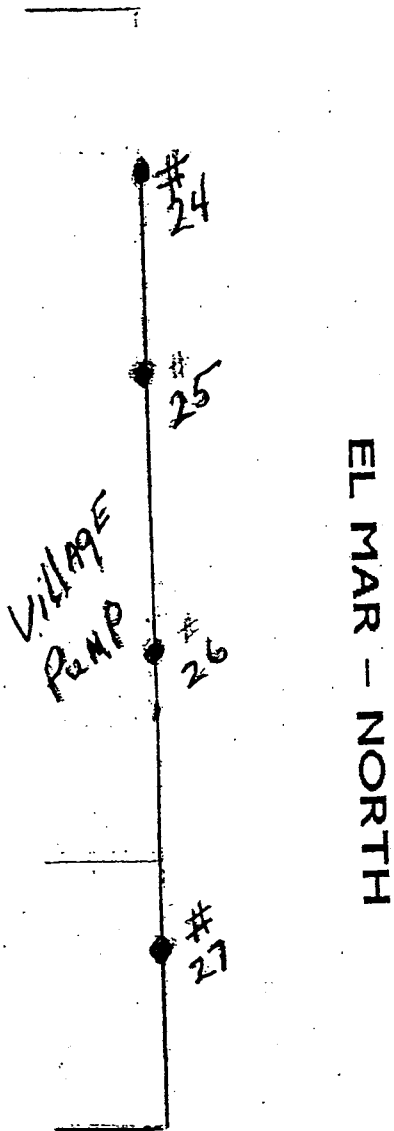
*In reviewing the AIA Marathon, the Parking Dept
finds no Parking Problems
Joan Garrett
11/25/09*

*27 METERS AFFECTED BY
ROAD CLOSURE.*

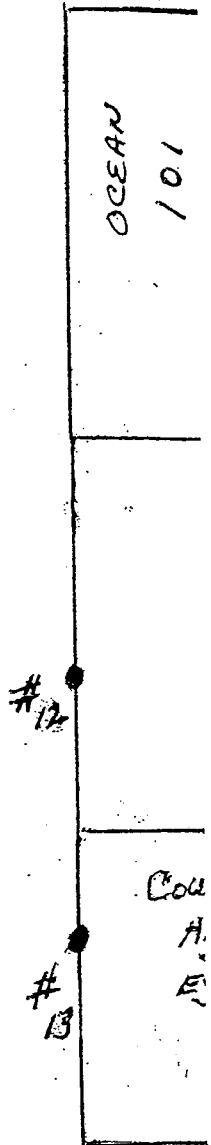
ELMAR DRIVE CENTER NORTH

COMMERCIAL BLVD.

WEST -



EL MAR - SOUTH

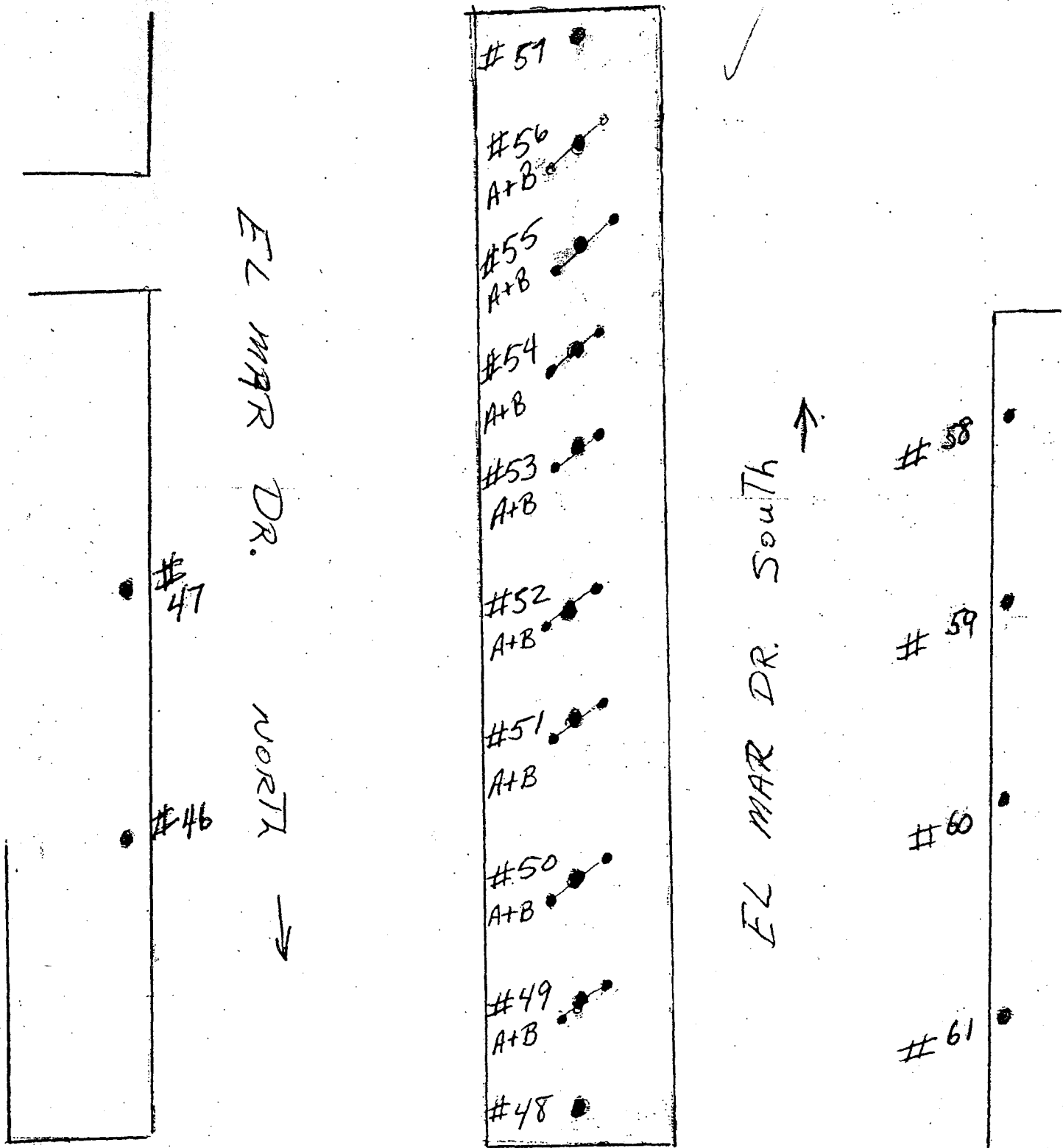


AIA THRETON
21 FEB 200

20 METERS

D. 2

ELMAR DR. CENTER SOUTH



COMMERCIAL BLVD

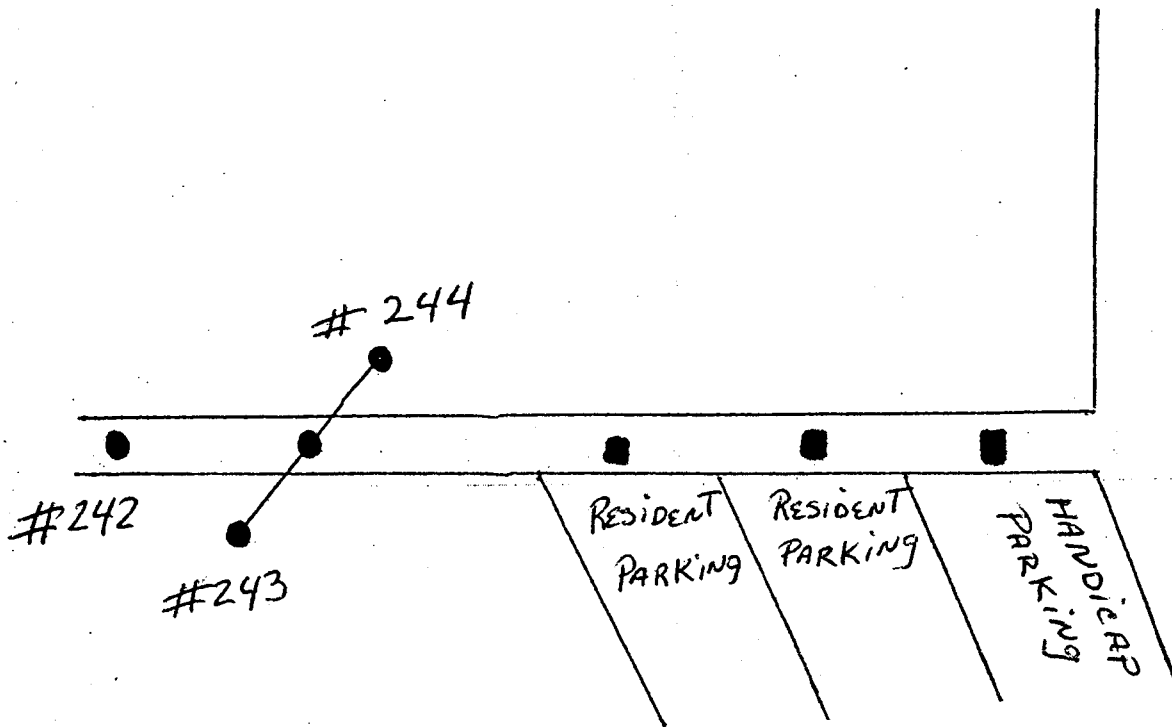
WEST ⇒

AIA MORTON
21 FEB 2010

24 METERS

Phac C

WASHINGTONIA PORTAL



EL MAR DR.

South →

AIA MARTIN
21 FEB 2010

3 METERS


PAGE 9

**Town of Lauderdale-By-The-Sea
Administration**

MEMORANDUM

Date: 23 November 2009

To: Oscar Llerena, BSO District 13 Chief
Jeff Bowman, Development Services Director
Joan Garrett, Parking Enforcement Supervisor

From: John Olinzock, Assistant Town Manager 

Re: Special Event Permit Application
A1A Marathon 2010
Sunday, 21 February 2010, 4:00 AM till 1:00 PM

Please find attached the referenced application for your review. Provide me written recommendation as soon as permissible so that application may be placed on a future Town Commission agenda for approval

Please let me know if you require further information.

Attachment – Special Events Application



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100.00 application fee to: Office of Municipal Services, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone: 954-776-0576

Fax: 954-776-0578

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued, may state conditions which must be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, and providing the Town evidence of all required insurances.

1. Name of event: AIA Marathon
2. Day and date of event: Sunday, February 21, 2010 New event ☐ Returning event ☒
3. Location where event will be held: SR AIA to Palm to El Mar to Pine to AIA
4. Description of Event: MARATHON
5. Name and address of sponsor or hosting organization Exclusive Sports Marketing
6421 Congress Ave. Suite 103, Boca Raton FL 33487
6. Name(s) of local contact person(s) who will be present each day of the event:
TRAY FORTE
Mailing address: 6421 Congress Ave Suite 103, Boca Raton FL 33487
Daytime phone#: 561-241-3801^{x112} Evening phone#: 561-241-3801 Mobile phone#: 585-414-8769
Email: Trey@exclusiveports.com Fax#: 561-241-3805
7. What is the actual beginning and ending time of the event? 6:00 am - 12 noon
Start of set-up time? 4:00 am End of tear-down time? 1:00 pm
8. What type of audience is the event planned for? Runners + Families
9. How many participants do you anticipate? 5K spectators? 5K adult volunteers? 600
10. Are there fees for the participants or spectators? Yes Will fees be collected on-site? No

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

SEE Attached

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes X No _____

If yes, indicate the streets and blocks and times the closure is requested:

NB lanes of AIA to Palm, El MAR, Time + Back onto AIA (see attached)

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: All American Barricades

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? Yes

If yes, please indicate the location and times loading and unloading would occur: _____

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

Off Street - N/A on Street - no parking on east side of attached
Course until 10:30pm

15. Are you requesting use of Town parking meter spaces for the event? Yes _____ No X

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

SIGNAGE

Will signs be erected for the event? Yes _____ No X Number of signs _____ Size _____ sq.ft.

Location of signs _____

Locate signs on detailed site plan.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes X No _____

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes _____ No X

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested: TRP
X Amplified sound/speaker system X Live music _____ Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: Exclusive Sports Marketing

Removal of trash from the event site: "

TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

NO Electrical power-Describe use: _____

NO Water - Describe use: _____

VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? Yes If yes, how many? 6

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

TENTS/CANOPIES/STAGES

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

 Tent (size: x) Canopy (size 10 x 10) Stages Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes No X

FOOD

25. Will food be served at the event? Yes No X If yes, is the food provided:

Free of charge Available for purchase Non-Profit For profit

Please list the types of food you are serving:

Cooking Equipment: Fryers? Charcoal Grills? Propane Grills? Concession trailers?

Open fires? Warmers? Sterno? Smokers? Hoods? Refrigerators?

Are you requesting approval to offer other items for sale at the event? Yes No X

List other items

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: N/A

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? NO

If yes, please provide copy of appropriate State license.

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes _____ No X

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) _____ Manual (slides, trampolines) _____

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

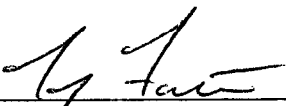
STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

- - -

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.


Applicant's Signature (required)
TROY FORTE - VP of Operations
Applicant's Printed Name and Title/Organization

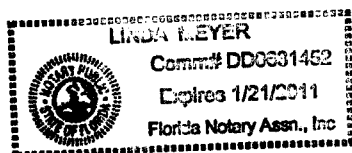
11/9/09
Date
561-241-3801
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by Troy Forte who is personally known to me/provided _____ as
identification and who did/did not take an oath.

My Commission Expires: 1/21/2011


Notary Public, State of Florida



DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

- | | |
|--|---|
| 1. The site of the event (label streets, etc.) | 6. Canopies, tents, stages |
| 2. Routes for races, parades, etc. →→→ | 7. Alcohol serving/consuming areas |
| 3. Fencing (if known) X—X—X | 8. Barricades (if known) |
| 4. First aid facilities + | 9. Off duty police officers (if known) |
| 5. Restroom facilities (incl. portable) | 10. Rides and Amusements |
| 6. Parking (location and number of spaces) | 12. Signs (location, size, color and wording) |

SEE ATTACHED Map

SITE PLAN DETAILS

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)

Canopy locations (include the use, such as shelter or vending and the size of the canopy)

Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)

Fuel Storage and dispensing areas

Vendor locations (booths or tables and approximate size)

Fire lanes (emergency access for fire equipment and EMS)

Trailers on site (sleeping facilities, service trailers, displays, etc.)

Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)

Fire Extinguishers

Generators

EMS stand-by or Fire watch areas (include first aid stations)

Fences barriers and gates

Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)

Rides, demonstrations, performance areas and stages

Traffic routing and road closures

Parking areas

Trash receptacles

Smoking and No Smoking areas

Dimensions (to determine if available site will support all of the proposed activities)

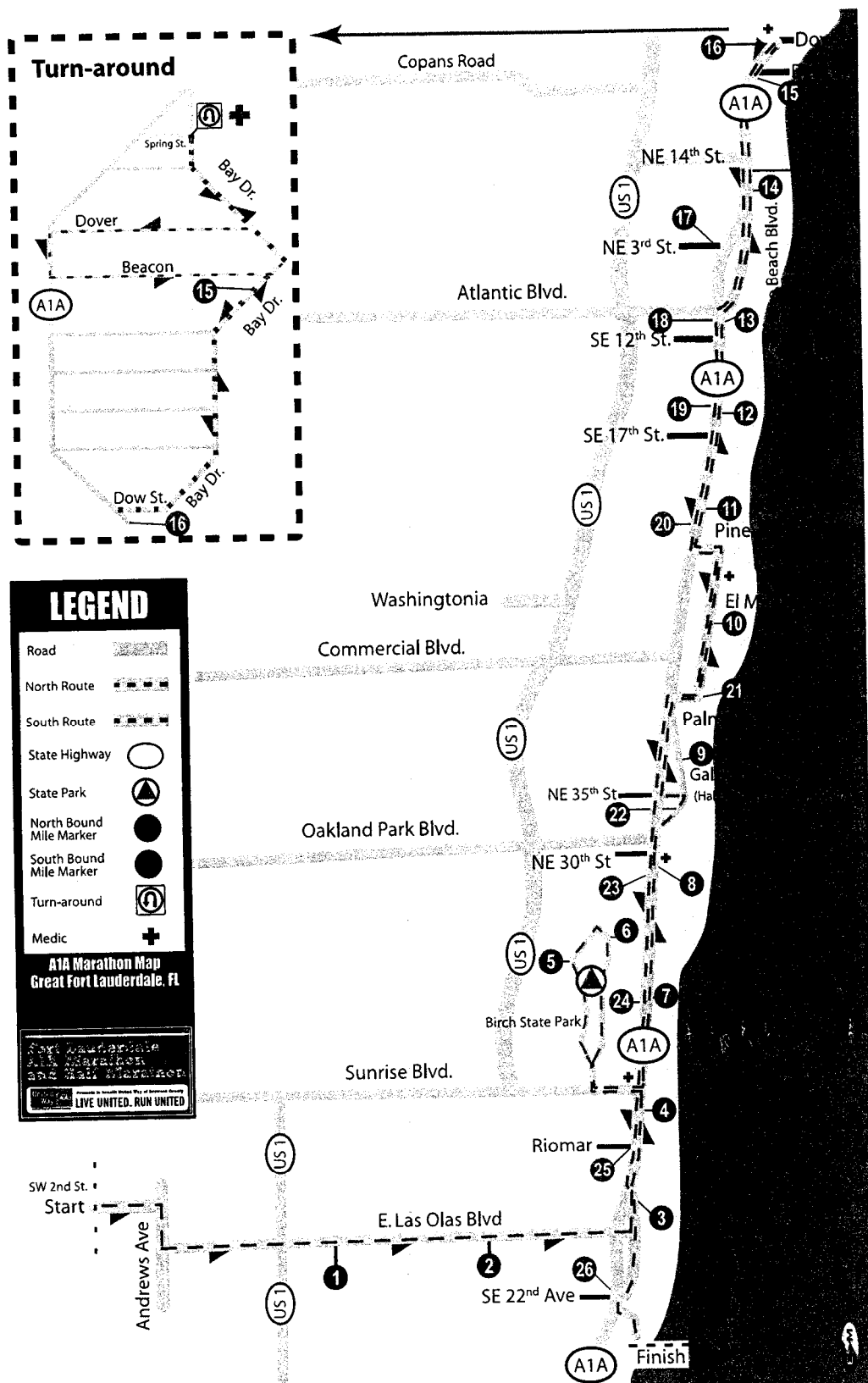
Pedestrian walkways

Fences and gates

Ticket Kiosks

Access Control points

Signage



TOWN OF LAUDERDALE-BY-THE-SEA
 4501 Ocean Drive
 Lauderdale-By-The-Sea, Florida 33308-3610
 Telephone (954) 776-0576 • Fax (954) 776-0094

Nº 09057
 DATE 11-17-09

RECEIVED FROM Exclusive \$ 100.00

One hundred DOLLARS

FOR Special Events App.
☐ CASH
☒ CHECK
☐ M.O.
☐ CREDIT CARD

AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____

BY Thank You! Karen

21240

EXCLUSIVE SPORTS MARKETING
 6421 CONGRESS AVE. STE. 103
 BOCA RATON, FL 33487
 (561) 241-3801

REGIONS BANK
 63-841-670

11/11/2009

PAY TO THE ORDER OF Lauderdale By The Sea \$ **100.00

One Hundred and 00/100 ***** DOLLARS

Lauderdale By The Sea

MEMO

Michael J. Rinaldi
 AUTHORIZED SIGNATURE

Security features. Details on back.